

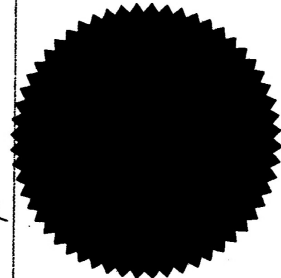
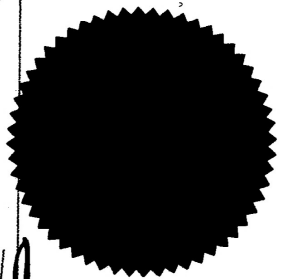
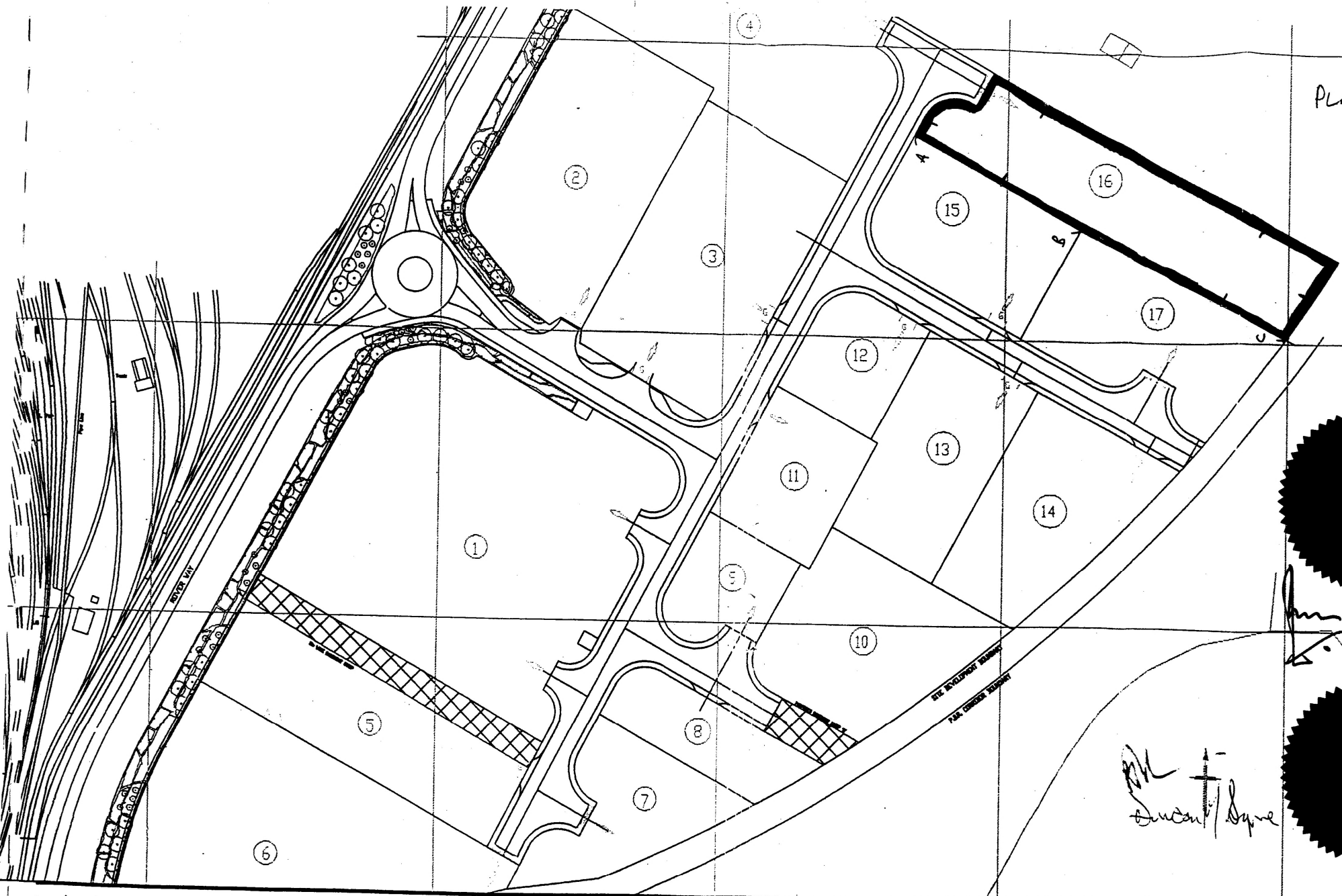
**ENVIRONMENTAL PROTECTION ACT 1990**

**WASTE MANAGEMENT LICENCE**

**BILL WAY & CO LTD METAL RECYCLING SITE**

**Licence No EAWML 30238**

PLAN A



*Handwritten signature and initials*

REV	DATE	BY	CHKD

**RUST**

**Rust Environmental**  
A division of Rust Consulting Limited

25 Colindale Road Tel 0222 280016  
Crowtham G11 9HA Fax 0222 280088

• CLIENT/PROJECT



• TITLE

TREMORFA FORESHORE

• DATE NOV 95

• SCALE 1:1250

• CAD REF. TRE\_1250.DWG

• DRAWING NUMBER

PRODUCED BY GSV

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**ENVIRONMENTAL PROTECTION ACT 1990.**  
**WASTE MANAGEMENT LICENCE.**

**LICENCE REF. No :- EAWML 30238 FACILITY TYPE :- METAL RECYCLING SITE**

The Environment Agency, in pursuance of Part II of the Environmental Protection Act 1990, hereby grant a waste management licence authorising the keeping and treating of controlled waste on the land specified in schedule 1 to this licence to **Bill Way & Co Ltd**, company registration number **693525**, that company being in occupation of the said land, the said licence being subject to the conditions specified in schedule 2 to this licence.

In this licence the words and expressions contained in schedule 2 shall have the meaning assigned to them therein.

**SCHEDULE 1 - SPECIFIED LAND**

The licence relates to the land at **Unit 16, Tremorfa Industrial Estate, Rover Way, Cardiff, CF2 2SD**, hereinafter called "the Site" shown edged in red on Drawing Reference Number **CCFFM 003/0/02** attached to this licence.

Signed.....*Nadis De Longhi*.....

Dated .....*17<sup>th</sup> January 2001*.....

**N DE LONGHI**  
**TEAM LEADER WASTE LICENSING**  
**Environment Agency Wales**

FOR ENVIRONMENT AGENCY OFFICIAL USE ONLY.

YOUR ATTENTION IS DRAWN TO THE RIGHTS OF APPEAL DETAILED IN THE NOTES OVERLEAF

The Environment Agency Wales  
South East Area  
Abacus House  
St. Mellons Business Park  
St. Mellons  
Cardiff CF3 0EY



## **RIGHTS OF APPEAL**

Section 43(1) of the Environmental Protection Act 1990 provides that:

Where, except in pursuance of a direction given by the National Assembly for Wales

- (a) An application for a licence or a modification of the conditions to the licence is rejected
- (b) A licence is granted subject to conditions,

The applicant may appeal about the decision to the National Assembly for Wales

Therefore if you feel aggrieved by the decision or any of the conditions to the licence as granted you may obtain the appropriate form on which to give written notice of an appeal from :-

The Planning Inspectorate  
Crown Buildings  
Cathays Park  
CARDIFF  
CF10 3NQ

TEL 029 20823665  
FAX 029 20825008

This notice of appeal should be accompanied by the following information: a copy of the licence; a copy of any correspondence relevant to the appeal; a copy of any other document relevant to the appeal including, in particular, any relevant consent, determination, notice, planning permission, established use certificate or certificate of lawful use or development; and a statement indicating whether you wish the appeal to be in the form of a hearing or on the basis of written representations. You are also required to serve a copy of your notice of appeal, together with copies of any of the above documents that have accompanied your notice of appeal, on the Environment Agency (at the address below). You should appeal within 6 months of the date that this notice takes effect but the Planning Inspectorate may allow notice of appeal to be given after the expiry of this time period.

**Environment Agency Wales**  
**Abacus House**  
**St Mellons Business Park**  
**St Mellons**  
**Cardiff**  
**CF3 0EY**

1 **General considerations**

1.1 **Specified waste management operations**

1.1.1 No waste management operations shall be authorised by this licence unless:  
 a specified in and undertaken in accordance with the limitations in section 2.1 of the working plan and in the following table:

<b>Table 1.1 Specified waste management operations</b>		
<b>Specified Waste Management Operation</b>	<b>Permitted Waste Types which may be subject to the Specified Operation</b>	<b>Limits on Specified Waste Management Operations</b>
R3 Recycling or reclamation of metals and metal compounds	Metal wastes (scrap vehicles)	Separation and sorting of wastes ie dismantling, draining, sorting of wastes into different components shall only take place in the area marked h on the site layout plan BW/RFT/100A.
R13 Storage pending recovery or disposal	Metal wastes (scrap vehicles)	Cars awaiting dismantling shall only be stored on the area marked v on site layout plan BW/RFT/100A and then on the hatched area on site layout plan BW/RFT/100A when it has been fully concreted within six months of the date of issue of this licence. Maximum number of cars to be stored in this area shall be 40 units.

*Specified Waste Management Operations and Exempt Waste Management Operations*

1.1.2 Where wastes are being brought onto the site for waste management operations which are exempt from licensing under the 1994 Regulations, then the wastes which are subject to the specified waste management operations shall be kept clearly segregated and identified from those wastes which are being kept on the site for the exempt waste management operations.

## 1.2 Permitted wastes

### *Permitted categories and types of wastes*

1.2.1 No wastes other than those that are both categorised below in Table 1.2.A and specified in detail in section 2.2 of the working plan shall be accepted at the site.

### *Permitted quantities of wastes*

1.2.2 The quantities of wastes accepted shall not exceed those listed in Table 1.2.A and specified in detail in section 2.2 of the working plan. Whilst complying with the maximum quantities specified for each type of waste, the total quantity of waste accepted at the site per year shall not exceed 5000 tonnes.

**Table 1.2.A Permitted quantities of waste**

Permitted Waste Categories	Maximum Permitted Quantities (tonnes per year)
Inert wastes	Not Permitted
Scrap metal (as scrap vehicles)	< 5000 tonnes per year
Special wastes	Only accepted as an integral part of scrap vehicles received at the facility for dismantling.
Degradable Household Wastes Degradable Commercial Wastes Degradable Industrial Wastes	Not Permitted

## 1.3 Staffing and understanding of requirements of licence conditions and working plan

### *Minimum staffing and supervision*

1.3.1 Whenever the site is open to receive or despatch waste, or is carrying out any of the specified waste management treatment or disposal operations, it shall be supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the licence and the working plan regarding:

- a** waste acceptance and control procedures;
- b** operational controls and environmental monitoring;
- c** maintenance;
- d** record-keeping;
- e** emergency action plans;
- f** notifications to the Environment Agency.

*Availability of licence and working plan*

1.3.2 A copy of this licence and the working plan shall be kept available on site for reference when required by all site staff carrying out work under the requirements of the licence.

*Understanding of licence and working plan*

1.3.3 All site staff shall be, or shall work under the direct supervision of a member of staff who is, fully conversant with those aspects of the licence conditions and working plan which are relevant to their specific duties.

**1.4 Changes in technically competent persons**

Any changes in the technically competent management of the site and the name of any incoming person together with evidence that such person has the required technical competence shall be submitted to the Environment Agency in writing within 5 working days of the change in management. Technically competent management and technical competence shall be as defined under section 74 of the Environmental Protection Act 1990 and Regulations 4 and 5 of the 1994 Regulations.

**1.5 Relevant convictions**

*Notification of relevant convictions*

1.5.1 In the event of the Licence Holder and/or any relevant person being convicted of any relevant offence and which is in addition to any already notified to the Environment Agency, then full details shall be provided to the Environment Agency within 14 days following sentencing, whether or not the conviction or sentence is subsequently appealed. Such details shall include, in respect of each relevant person (as defined in section 74(7) of the Environmental Protection Act 1990 or any subsequent amendments to that section), the nature of the offence, the place and date of conviction, and any fine or other penalty imposed.

*Notifications of appeals against convictions*

1.5.2 In the event that the Licence Holder and/or any relevant person lodges an appeal against any such conviction or sentence, the Licence Holder shall notify the Environment Agency of this within 14 days of the lodging. The Licence Holder shall notify the Environment Agency of the results of that appeal, within 14 days of the appeal being decided.

1.6

### **Maintenance of financial provision**

The financial provision for meeting the obligations under this Licence set out in the Agreement made between the Licence Holder and the Environment Agency, dated 17<sup>th</sup> January 2001, shall be maintained by the Licence Holder throughout the subsistence of this Licence and the Licence Holder shall produce evidence of such provision whenever required by the Environment Agency.

1.7

### **Amendments to working plan and supporting information**

*Amendments to working plan requiring prior consent from the Environment Agency*

1.7.1

The Licence Holder shall give the Environment Agency prior notice in writing of any proposed change to those sections of the working plan which are specified in Table 1.7 below, and to any appendices, drawings and figures which are referenced in those sections.

**Table 1.7 Sections of working plan requiring prior consent for amendments**

<b>Number and Heading of Working Plan Sections and Appendices</b>	<b>Sections, Subsections and Appendices requiring Prior Consent for Amendments</b>
1. General considerations	1.3, 1.5 and 1.8
2. Site description & characterisation of risk source	2.1,2.1.2, 2.2 and 2.4
3. Site engineering for pollution prevention and control.	3.2
4. Site infrastructure	4.2
5. Site operations	5.3,5.4, 5.5, 5.6, 5.7,5.8 and 5.9
7. Amenity management and monitoring	7.1, 7.2, 7.4, and 7.5
8. Site records	8.1 and 8.2

1.7.2

The notice shall be accompanied by a copy of the proposed changes, and by a written assessment of the effect that implementing the proposed change to the working plan would have on the risk posed by the site to human health and the environment.

1.7.3

The Licence Holder shall provide up to 6 additional copies of the proposed change and supporting risk assessment to the Environment Agency, when required by the Environment Agency in writing.

1.7.4 The proposed change to the working plan shall not be implemented unless the Environment Agency has given its written consent to it. Following consent, the Licence Holder shall give the Environment Agency prior written notification of the implementation date of the change, and from that date the changed section shall be deemed to be incorporated in the working plan in replacement of the previous version of that section.

*Amendments to the working plan requiring prior notification to the Environment Agency*

1.7.5 Except where it is specified under condition 1.7.1 above that the amendment of specified sections of the working plan requires the prior consent of the Environment Agency, the Licence Holder shall give the Environment Agency not less than 7 days prior written notice of any change to the working plan and to any appendices, drawings and figures which are referenced from those sections.

1.7.6 The notice shall be accompanied by a copy of the specified changes.

1.7.7 The Licence Holder shall provide up to 6 additional copies of the proposed change to the Environment Agency, when required by the Environment Agency in writing.

1.7.8 Such changes to the working plan shall be deemed to be incorporated in the working plan and implemented on the date specified to the Environment Agency in the amendment notification.

**1.8 Notification of change of operator's or holder's details**

The following information shall be notified in writing within 5 working days to the Environment Agency:

- a** any change in the Licence Holder's trading name, registered name or registered office address;
- b** any steps taken with a view to the Licence Holder going into administration, entering into a company voluntary arrangement or being wound up;
- c** the operator at the time of issue of the licence and of any change in the operator or in the operator's trading name, address, registered name or registered office address (if different from the Licence Holder.)

**1.9 Notification of preparatory works**

No preparatory works shall be undertaken until at least 7 days prior notice in writing has been given to the Environment Agency of the intention to do so. The notification shall include details of what work is being done and when.

1.10

**Notification of commencement, cessation and recommencement of waste handling operations**

*Commencement of waste management operations*

1.10.1

No specified waste management operation shall be carried out until at least 7 days prior notice in writing has been given to the Environment Agency of the intention to commence carrying out the specified waste management operation.

*Cessation and recommencement of receiving wastes*

1.10.2

In the event that the site ceases receiving wastes for longer than 28 days then within 7 days following the elapse of that time, the Licence Holder shall inform the Environment Agency in writing of the date of cessation and of the planned date of recommencement. In the event that the site recommences receiving wastes sooner than the notified date then the Licence Holder shall give the Environment Agency not less than 7 days prior notice in writing.

1.11

**Notifications and submissions to the Environment Agency**

Except where otherwise specified, all notifications and submissions to the Environment Agency under the requirements of these licence conditions:

- a** shall be made in writing to the address specified by the Environment Agency in writing at the time of issue of this licence, or as subsequently specified by written notification to the Licence Holder;
- b** shall quote the licence reference number and the name of the Licence Holder.

## 2 Site engineering for pollution prevention and control

### 2.1 Engineered site containment and drainage systems

#### *Provision and maintenance of site containment and drainage systems*

2.1.1 No waste [or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations] shall be deposited, stored, treated or otherwise handled in any area of the site for more than 6 months from date of licence until the engineered site containment and drainage system for that area has been constructed and completed in accordance with this condition and section 3.2 of the working plan.

2.1.2 The engineered site containment and drainage systems shall be designed, constructed, inspected, validated and maintained, and shall be fully documented and recorded, to be fit for purpose and to meet the standards specified in section 3.2 of the working plan.

#### *Construction quality assurance of new site containment and drainage systems*

- a details of the identities, relevant experience and relevant qualifications of the personnel who will be providing third party Quality Assurance of the engineered site containment and drainage systems shall be submitted in writing to the Environment Agency and acknowledged in writing by the Environment Agency;
- b the engineered site containment and drainage system shall be constructed in accordance with section 3.2 of the working plan and the other requirements of this condition;
- c the Validation Report on the construction of the engineered site containment and drainage system shall be submitted in writing to the Environment Agency and acknowledged in writing by the Environment Agency.

### 3 Site infrastructure

#### 3.1 Provision of site identification board

- 3.1.1 No wastes shall be received at the site until an identification board has been provided at or near the site entrance.
- a The identification board shall be inspected at least once per week. In the event of damage or defect, the board shall be repaired or replaced within 7 working days.
- 3.1.2 The board shall be easily readable from outside the site entrance in daylight hours, and shall display the following information:
- a Site name and address;
  - b Licence Holder name (company name, not individual name unless justified as necessary);
  - c Operator name (company name, not individual name unless justified as necessary);
  - d Licence number;
  - e Emergency contact name and telephone number (for security reasons, personal names and home phone numbers should not be used except where no alternative is practicable);
  - f Statement that the site is licensed by the Environment Agency;
  - g Environment Agency national numbers: 0845 9 333111(for general enquiries) and 0800 807060 (for emergencies);
  - h Days and hours site is open to receive waste.

#### 3.2 Site security

Site security systems shall be provided at all times during the subsistence of this licence, the objective of which shall be to prevent access by humans and livestock which are not authorised either by the Licence Holder or under legal powers of entry. These shall be installed, operated and maintained, and shall be fully documented and recorded, in accordance with section 4.2 of the working plan.

## 4 Site operations

### 4.1 Control of mud and debris

#### *Prevention of mud and debris on road*

4.1.1 Whenever the site is receiving or despatching wastes [or site engineering works are being carried out] measures shall be provided, operated and maintained in accordance with section 5.3 of the working plan, with the objective of preventing the deposit or tracking of mud or debris arising from the site onto public areas outside the site, which shall include public highways and areas of public access outside the site.

4.1.2 All vehicles leaving areas of the site which are operational or upon which engineering works are being carried out shall, before leaving the site, be cleaned as necessary and shall be checked to ensure that they are clear of loose waste and that their loads are secure.

#### *Remediation of mud and debris on road*

4.1.3 In the event that mud or debris arising from the site is deposited onto public areas outside the site, remedial measures shall be implemented immediately, in accordance with section 5.3 of the working plan.

### 4.2 Potentially polluting leaks and spillages of waste

#### *Potentially polluting leaks and spillages from vehicles, plant and equipment*

4.2.1 All vehicles used on the site by the operator, and all plant and all equipment used on the site in connection with specified waste management operations, shall be operated and maintained with the objective of preventing potentially polluting leaks and spillages of wastes or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations.

#### *Potentially polluting leaks and spillages from fixed tanks*

4.2.2 Each tank used to hold wastes which consist of or contain potentially polluting liquids, sludges or powders, shall be:

- a loaded and unloaded in accordance with the specified filling and emptying procedures;
- b clearly and unambiguously labelled regarding its contents;
- c provided with means for measuring the quantity of material and the void space in the tank, which shall be maintained and calibrated as specified;

- d** monitored for quantity of material and void space and the monitoring measurements recorded;
  - e** inspected and maintained according to the specified maintenance schedules and procedures, which shall be fully documented and recorded;
  - f** in the event of damage or deterioration to a tank that is, or is likely to cause, a leak, that tank shall be repaired and/or replaced immediately;
- and these actions shall be carried out in accordance with section 5.4 of the working plan.

*Potentially polluting leaks and spillages from drums and other mobile containers*

- 4.2.3 Each drum or other mobile container used to hold wastes which consist of or contain potentially polluting liquids shall be, while on the site:
- a** loaded and unloaded in accordance with the specified handling procedures;
  - b** filled and emptied in accordance with the specified filling and emptying procedures;
  - c** clearly an unambiguously labelled regarding its contents, unless the contents are clearly identifiable by visual inspection;
  - d** inspected and maintained according to the specified maintenance schedules and procedures, which shall be fully documented and recorded;
  - e** in the event of damage or deterioration to a container that is, or is likely to cause, a leak, that container shall be repaired or replaced immediately;
- and these actions shall be carried out in accordance with section 5.4 of the working plan.

*Control and remediation of leaks and spillages*

- 4.2.4 In the event of any potentially polluting leak or spillage occurring on site, documented control and remediation procedures shall be implemented immediately and recorded, in accordance with section 5.4 of the working plan.

**4.3 Fires on the site**

*Prohibition of unauthorised fires on site*

- 4.3.1 No wastes shall be burned on the site.

*Fire action plan*

- 4.3.2 In the event of a fire on the site a fire action plan shall be implemented immediately and recorded, in accordance with section 5.5 of the working plan.

4.4

## Waste acceptance and control procedures

### *Waste acceptance procedures*

4.4.1

All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with section 5.6 of the working plan and the standards specified in Table 4.4 below :

<b>Table 4.4. Standards for waste acceptance and control procedures</b>	
<b>Stage of Waste Handling</b>	<b>Specified standards</b>
Waste reception	Wastes shall only be received at the site through the site entrance in accordance with section 5.6 of the working plan. All incoming waste shall be kept in the waste reception area until it has been confirmed for acceptance at the site (or has been placed in the designated quarantine storage area pending removal from the site).
Waste inspection	All wastes received shall be inspected immediately at the site control office to confirm their description and composition.
Quarantine storage and rejection of wastes	Waste deposited in the dedicated quarantine area shall be kept for a maximum of 10 days after which time it shall be removed from the site to a licensed or exempt waste management facility.

### *Waste control procedures*

4.4.2

All wastes accepted at the site shall be handled and kept in accordance with section 5.6 of the working plan.

### *Waste despatch procedures*

4.4.3

All outgoing wastes shall be inspected, despatched and recorded in accordance with section 5.6 of the working plan.

### *Incompatible wastes*

4.4.4

Incompatible wastes which are likely, in combination with each other or with other material at the facility, to give rise to pollution of the environment or harm to human health outside the site, shall be clearly identified and kept physically separate in designated areas.

4.5

### **Waste quantity measurement systems**

All wastes accepted at and despatched from the site shall be measured in accordance with section 5.8 of the working plan.

4.6

**Storage of specified wastes**

Waste engine oil, car batteries, oily engines, gear boxes and axles shall only be stored on the site in accordance with section 5.4 of the working plan.

4.7

**Specified waste treatment process – process, plant and equipment procedures**

Specified waste treatment process shall only be carried out on the site in accordance with section 5.4 of the working plan.

4.8

**Removal of residual wastes from site**

In the event that the specified waste management operations on the site cease and the Environment Agency has reasonable grounds to believe that they will not be resumed within one month then, notwithstanding the operational limits on storage times of wastes specified in the other conditions of this licence, the licence holder shall ensure that all wastes remaining on the site shall be removed by the date specified by the Environment Agency in writing.

## **Amenity management and reporting**

### **5.1 Control, monitoring and reporting of dusts, fibres and particulates**

- 5.1.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of dusts, fibres and particulates from the site, in accordance with this condition and section 7.1 of the working plan.
- 5.1.2 All emissions to air from the specified waste management operations on the site shall be free from visible concentrations of dusts, fibres or particulates as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Environment Agency.
- 5.1.3 In the event that any dusts, fibres or particulates arising from the site are released or are likely to be released outside the site boundary in such quantities or concentrations that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, the actions specified in section 7.1 of the working plan shall be implemented immediately.

### **5.2 Control of odours**

- 5.2.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of odours from the site, in accordance with this condition and section 7.2 of the working plan.
- 5.2.2 All emissions to air from the specified waste management operations on the site shall be free from odours at levels as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Environment Agency.
- 5.2.3 In the event that any odours arising from the site are released or are likely to be released outside the site boundary at such levels that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, the actions specified in section 7.2 of the working plan shall be implemented immediately.

### **5.3 Control of pest infestations**

- 5.3.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of pests on the site, in accordance with section 7.4 of the working plan.

5.4 **Control of litter**

5.4.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the escape of litter from the confines of the site, in accordance with section 7.5 of the working plan.

5.4.2 In the event that litter does escape from the site, it shall be retrieved by the end of the working day.

6 **Site records**

6.1 **Security and availability of records**

*Security of records*

6.1.1 All records which are required to be made under the other conditions of this licence and the working plan shall be maintained and kept secure from loss, damage or deterioration, and shall be kept in accordance with section 8 of the working plan.

*Availability of records*

6.1.2 All records which are required to be made under the other conditions of this licence and the working plan shall be made available for inspection at the place where they are kept immediately when required by an authorised officer of the Environment Agency.

6.2 **Records of waste movements**

*Recording of wastes accepted and removed*

6.2.1 A record shall be kept of all wastes received and of all materials (wastes and recovered materials) removed from the site. The records shall include the following for each vehicle load of waste/material:

*for waste received:*

- (a) origin of waste
- (b) date received
- (c) quantities in tonnes received and waste type
- (d) nature of the waste (solid, liquid or sludge) *for waste/material removed:*
- (e) date removed
- (f) quantities in tonnes removed and waste and/or material type
- (g) destination of waste and/or materials removed
- (h) nature of the waste and/or materials (solid, liquid or sludge)

*Summary records of wastes accepted and removed*

6.2.2 A summary of the information, including nil returns, shall be submitted to the Environment Agency, in the format specified by the Environment Agency in Annex 1 which forms part of this condition. Summaries shall be for each financial year and shall be submitted to the Environment Agency within one month of the end of each financial year.

6.3

#### **Site diary**

6.3.1

A site diary shall be kept secure and shall be available for inspection at the site when required by an authorised officer of the Environment Agency. This shall include a record of the following events:

- a** Start and finish of construction works;
- b** Start and finish of daily waste management processes on site;
- c** Plant maintenance and breakdown;
- d** Emergencies and actions taken;
- e** Problems with wastes received and actions taken;
- f** Site inspections by the operator, their findings and remedial responses;
- g** Weather conditions requiring mitigating actions and actions taken.
- h** The arrival and departure times of the Technically Competent Manager(s) shall be recorded on a daily basis.

6.3.2

Each record shall be completed within 24 hours of the relevant event.

6.4

#### **Periodic reporting of environmental performance**

If required the Licence Holder shall provide the Environment Agency every 2 years, within one month following the end of the financial year, or such other time as is agreed in writing with the Environment Agency, a report on the environmental performance of the site, which shall include the following information:

- a** an analysis and review of any environmental monitoring results recorded for the site under these conditions, with an interpretation of the trend of the results;
- b** a review of the risk assessment for the site, taking account of the findings under (a);
- c** where changes to the risk assessment are identified under (b), a review of the risk management systems provided for the site.

## Interpretation

In these conditions and their interpretation, unless the context otherwise requires, the following terms have the specified meanings:

**“accepted”**

for waste being delivered to the site, shall mean accepted as waste input to the site for storage and/or processing and/or disposal under the specified waste management operations;

**“authorised officer of the Environment Agency”**

means any person(s) authorised in writing by the Environment Agency pursuant to section 108(1) of the 1995 Act to exercise any of the powers specified in subsection (4) of that section;

**“consequences”**

for **risk assessments** carried out within these conditions, means the adverse effects of harm as a result of realising a **hazard** which cause the quality of human health (other than health and safety of site staff or visitors to the site covered under the Health and Safety at Work Act 1974) or the environment to be impaired in the short or longer term;

**“engineer”**

for engineering works specified in these conditions, means a person who works in the relevant branch of engineering, as a qualified professional;

**“engineered”**

for works specified in these conditions, means carried out and completed using the relevant engineering process specified in these conditions;

**“engineered site containment and drainage system”**

means all elements relating to engineered containment of activities on the site, other than final disposal to land, and incorporating site surfacing, bunding and drainage systems, buildings and fixed tanks;

**“engineering”**

for engineering works specified in these conditions, means the relevant process of design, construction or installation, quality assurance or validation or commissioning specified in these conditions;

**“environmental targets or receptors”**

for **risk assessments** carried out within these conditions, shall mean identified human and environmental populations or components, as specified in these conditions or otherwise agreed by the Environment Agency within these conditions;

**“groundwater”**

means any water contained in underground strata;

**“hazard”**  
means a property or situation that in particular circumstances could lead to harm;

**“immediately”**  
for carrying out of actions under the conditions, shall mean without delay and within a reasonable time, taking into account any more immediate direct action necessary to prevent or minimise risk to human health and the environment. For carrying out notifications to the Environment Agency, shall also mean by the fastest effective means available (for example, telephone) and confirmed in writing within 1 working day (or such other time as may be agreed by the Environment Agency within the conditions);

**“inert waste”**  
means waste which when disposed of in or on land does not undergo any significant physical, chemical or biological transformation;

**“maintenance”**  
for engineering maintenance specified in these conditions, means the process of inspection, testing, repair of the relevant engineering works specified in these conditions;

**“preparatory works”**  
means engineering works required prior to the carrying out of the activities authorised by this licence;

**“probability”**  
means the quantified expression of chance, denoted either as:

- the ratio or percentage of the occurrence of a particular event as one among a number of possible events;
- or as the frequency of occurrence of a particular event in a given period of time;

**“received”**  
for waste being delivered to the site, shall mean delivered to the site and undergoing the waste acceptance procedures specified in the working plan, including storage of those wastes during those procedures prior to acceptance of the waste;

**“release pathways”**  
for **risk assessments** carried out within these conditions, shall mean the routes by which defined **hazards** may potentially realise their **consequences**, defined in terms of releases or emissions from the site that go beyond the site containment or boundary via one or more of the following routes, either directly or indirectly: **Land; Groundwater; Surface water; Atmosphere;**

**“relevant offences”**  
are offences within the meaning of regulation 3 of the Waste Management Licensing Regulations 1994 or any statutory provisions or regulations amending or replacing them;

*“risk”*

means a combination of the **probability** and **consequences** of occurrence of a defined **hazard**;

*“risk assessment”*

means the systematic identification, analysis, estimation and evaluation within a defined **scope** of the defined **risks** of a particular activity, operation, process or design, carried out and reported by suitably qualified or competent persons, using recognised quantified or semi-quantified methods and techniques. Unless otherwise agreed by the Environment Agency within these conditions, a risk assessment shall include and record the following:

- definition of the **hazards** associated with an activity, operation, process or design;
- assessment of the **probability** of those **hazards** occurring;
- determination of the potential **consequences** of those hazards for defined **environmental targets or receptors**, taking into account defined **release pathways** and defined protective measures;
- evaluation of the potential **magnitude** of those consequences and the **probability** of their occurrence;

*“scope of risk assessment”*

means the boundaries of the **risk assessment** and the **risks** to be assessed within those boundaries, as defined in the conditions or otherwise agreed by the Environment Agency within the conditions;

*“special waste”*

has the meaning as defined by regulation 2 of the Special Waste Regulations 1996 or any statutory provisions or regulations amending or replacing them;

*“specified waste management operations”*

means the waste management operations authorised by condition 1.1 of this licence;

*“surface water”*

means any lake, pond, river or watercourse whether natural or artificial;

*“the 1994 Regulations”*

means the Waste Management Licensing Regulations 1994 and any statutory provisions or regulations amending or replacing them.

*“the Licence Holder”*

means the Licence Holder specified in this licence or other person to whom the licence has been transferred in accordance with section 40 of the Environmental Protection Act 1990;

*“the operator”*

means a person who is in occupation of the site and has responsibility for carrying out day to day activities at the site;

*“the site”*

means the land, structures, plant and equipment to which this licence relates;

“time periods, e.g. annually, quarterly, monthly, per year, etc.”

Where periods are referred to in conditions, they shall be calculated in the following way:

- annually or per year: 1 April to 31 March;
- quarterly: 1 April to 30 June, 1 July to 30 September, 1 October to 31 December, 1 January to 31 March;
- monthly: calendar month;
- weekly: Monday to Sunday.

Where the issue of the licence does not coincide with the start of any of these periods, then any relevant limits for the first period shall apply pro rata;

“waste”

means controlled waste as defined in section 75(4) of the 1990 Act and the Controlled Waste Regulations 1992 or any statutory provisions or regulations amending or replacing them;

“working plan”

means the working plan identified in writing by the Environment Agency at the time of issue of this licence and any subsequent amendments to it made in accordance with the conditions of this licence.

## ANNEX 1

### Instructions on the format for the summary waste record returns required in Licence condition 6.2

#### Introduction

Your waste management licence condition no. 6.2 requires you to provide to the Environment Agency a summary of the records which you must keep of all wastes received and of all waste materials removed from the site. This set of instructions specifies the format of the summary which is required by the Environment Agency. A standard form is provided (Ref. 00/1A) which you must use when completing summary returns to comply with the licence condition. Please retain it as a master and photocopy it each time you make a return. An electronic version is available on request.

#### Waste type and quantity

You are required to identify waste types according to the categories specified in the accompanying list (Ref.00/1B). This shows how particular waste streams fit in to the classification system. Most licensed sites will find that they are only dealing with a small number of categories of material and it is worth looking through the list carefully to identify the waste groups that you handle at your site.

Waste quantity needs to be provided in metric tonnes. A density conversion list is provided to allow bulk loads to be converted to tonnes on sites without weighing equipment.

#### District of Origin/Destination

You are required to identify the source and destination of the waste by local authority District. This information can be found from transfer notes, from the driver of the vehicle or maybe within your own record systems if you are operating vehicles yourself. A list of three letter codes for all the Unitary Authorities in Wales and adjacent English authorities is attached. The local authority Districts in your immediate area are entered on your site return form, as it is likely that these are the main sources of material entering the site. Use the code list to add in any extra areas required, or write in the District name in full.

#### Your Legal Responsibility

Your licence condition requires you to keep a record of each load of waste/material entering your site and each load of waste or reclaimed material leaving the site. A summary of this information has to be provided to the Environment Agency on an annual basis for metal recycling facilities.

#### Daily site records

For waste/material entering the site you need to record

- the date and time of the movement;
- the district of origin;
- the type and quantity; and
- whether it is solid/liquid or sludge i.e. the physical state of the waste.

For all wastes/materials leaving the site (for either recovery or disposal) you must record

- the date and time of the movement;
- the destination district;
- the type and quantity; and
- whether it is solid/liquid or sludge.

You may be using a record sheet at present, or a ticketing system, and provided this allows you to record all of the information required by the licence condition, this will be an appropriate form. For those who do not have a suitable system, we have enclosed an example daily record sheet for you to use.

### **General Information**

The first part of the form is asking for general information to identify the site. It is also necessary to indicate whether materials are weighed in and out of the site, or whether weights are estimated.

It is advisable to complete most of this section, other than the quarter and year, prior to photocopying and use this as your master form.

### **Section 1: Waste/materials entering the site**

Summarise the information on your daily record system to provide the total amount of waste in each category received from every different District of origin. Please note that the waste categories are exclusive.

An example of a completed section 1 is shown in the following pages.

### **Section 2 – Waste materials taken off site for disposal elsewhere**

Your licence requires you to keep a record of all loads of leaving the site for disposal elsewhere, stating waste type, quantity, state and District of destination. Use the code sheets to decide which category of waste each load falls into and the District of destination code.

An example Section 2 return is shown in the following pages. If you have no wastes leaving the site for disposal elsewhere, write NIL across the sheet. If you need more space to write in a larger number of waste groups, photocopy the Section 2 page to make a continuation sheet.

### **Section 3 – Materials taken off site for recycling**

This section is completed in exactly the same way as Section 2, but is for wastes leaving the site for recycling.

Example 3 in the following pages shows the output of waste materials for recycling from a metal recycling site.

If you have no wastes leaving for recycling, write NIL across the sheet. If you need more space to write in a larger number of waste groups, photocopy the Section 3 page to make a continuation sheet.

### **FOR METAL RECYCLING SITES ONLY**

#### **Section 4**

Metal Recycling Sites must return the form within one month of the end of the financial year. The address of the area office is provided at the end of this section of the quantity return sheet

#### **Help**

If you require any further information on any of these issues please call the Environment Agency general enquiry line on 0645 333111.

### Accompanying documents

The following accompanying documents should be used in association with this set of instructions:

- i) *Environment Agency North Wales/South East Wales/South West Wales/Upper Severn Area Section 35 EPA Annual return - Ref. 00/IB.* (you must complete this form when making your summary return to the Agency)
- ii) *Waste Categories for Wales - Ref. 00/IB* [on blue paper] (you must use these categories when completing the summary return form)
- iii) *Factors to Convert Waste Volume to Weight* [on green paper] (you can use these conversion factors when converting volume to weight)
- iv) *District Codes* [on pink paper] (you must use these codes when completing the summary return form)
- v) *Example Sheet for Recording Daily Loads In/Out* (this is not a mandatory form but you could use it to satisfy the Agency's requirements for daily input/output records)

EXAMPLE 1: RECEIPT OF MATERIALS ONTO SITE

SECTION 1 MATERIALS TAKEN INTO SITE

Waste Type	State	District of Origin (Within Wales - see district code list)							CHE	Total Tonnes
		ANG	CON	DEN	FLI	GWY	POW	WRE		
21A Inert Construction and Demolition waste	Solid	567.40		402.36	126.13				89.65	1185.54
22A Degradable Construction and Demolition waste	Solid	703.50			908.53	987.57		203.79		2,803.39
Sludge						26.12				40.44
22C Degradable Household	Solid		939.26	898.30	816.54		789.32			3443.42789 32
22D Degradable Commercial	Solid	169.34	27.45	901.35						1,098.14
		Liquid								62.97
			Sludge		27.07					
TOTAL	Solid	1440.24		939.26	1,328.11	2,752.55	0	987.57	789.32	0
		Liquid	0	0	0	0	0	0	0	0
Sludge			0	27.07	0	0	26.12	45.87	14.32	0

A variety of materials are received on site from the different areas. These materials are tallied both to provide the total amount of each waste type and the total waste for each area (both for each type and a grand total). Waste should be added by type, state and by district. Do not mix solid, liquid and sludge wastes.

EXAMPLE 2: DISPOSAL OF MATERIALS OFF SITE

SECTION 2 MATERIALS TAKEN OFF SITE FOR DISPOSAL ELSEWHERE

Waste Type	State	Destination										Total Tonnes
		(Within Wales - see attached list)										
		ANG	CON	DEN	FLI	GWY	POW	WRE				
21A Inert Construction and Demolition waste	Solid		809.07		574.93	982.71						2366.71
22A Degradable Construction and Demolition waste	Solid	703.50				987.57					203.79	1894.86
	Sludge		47.89			26.12						74.01
22C Degradable Household	Solid	997.65				789.32					456.98	2243.95
25 Healthcare Risk Wastes	Solid											4.00
	Liquid											
	Sludge											
Total For	Solid	1701.15	809.07	0	578.93	982.71	987.57	789.32	0	0	660.77	6509.52
	Liquid	0	0	0	0	0	0	0	0	0	0	0
Each Area	Liquid											0
	Sludge		47.89	0		26.12						74.01
<b>TOTAL</b>												

Please indicate the destination of all wastes. Do not include RECYCLED wastes. Additional waste types can be added in spare sections at the bottom of the section. Do not mix solid, liquid and sludge wastes in the totals.

**EXAMPLE 3: OUTPUT OF MATERIALS FROM A METAL RECYCLING SITE**

**SECTION 3**

**MATERIALS TAKEN OFF SITE FOR RECYCLING**

Waste Type / Code	State	Waste Type / Code										Total Tonnes	
		ANG	CON	DEN	FLI	GWY	POW	WRE	CHE	(Outside Wales - see attached list)			
23A Metals and Discarded (Scrap) Composite Equip Special Waste	Solid	87.61	547.04	876.12	397.07	489.37					40.21		2,437.42
23B Metals and Discarded (Scrap) Composite Equip Other Waste	Solid	407.67	87.35	706.15	406.74								1,607.91
29B Organic Chemicals Other	Solid												
		Liquid		27.03									27.03
		Sludge											
Waste Type / Code	Solid												
		Liquid											
		Sludge											
Total For	Solid	87.61	954.71	963.47	706.15	397.07	406.74	489.37			40.21		4,045.33
	Liquid	0	0	27.03	0	0	0	0	0	0	0		27.03
	Sludge	0	0	0	0	0	0	0	0	0	0		0

Please indicate the destination of all wastes. Do not include waste that is taken off site for DISPOSAL.

Under 29B Organic Chemicals, Other wastes such as oil can be entered and recorded as going to a recycling site. In this instance, 27.03 tonnes of oil has been sent for recycling. Additional waste types can be added in the spare sections at the bottom of the section. Do not mix solid, liquid and sludge wastes in the total.